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ABSTRACT

This publication contains over eighty references to curriculum materials available from the Kansas Curriculum Materials Dissemination Center for Vocational, Technical, and Career Education (KCMDC). These materials are divided into fifteen groups: (1) Kansas Vocational Curriculum and Research Center Produced Materials, (2) Vocational Agriculture Education, (3) Distributive Education, (4) Health Occupations, (5) Home Economics Education, (6) Trade and Industry Education, (7) Career Education, (8) Inservice Training; (9) Cooperative Education, (10) Industrial Arts Education, (11) Vocational Related Studies, (12) New and Evolving Technologies, (13) Personal Services, (14) Level III Materials, and (15) Miscellaneous. Each reference is presented in a format including some or all of the following information: title, number of pages, year and place of publication, cost, brief annotation, and abbreviated table of contents. (Ordering instructions are provided at the end of the catalog.) (YLB)

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CURRICULUM MATERIALS

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Kansas Curriculum Materials Dissemination
Center for Vocational, Technical, and
Career Education

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

Ordering Instructions on Last Page

The Kansas Vocational Curriculum and Research Center is a cooperative organization. The Center attempts to provide a link between those who produce materials and those who use the materials. Mandated to the development of an intra-state dissemination network, the Center receives directions from the staff of the Kansas Division of Vocational Education of the Kansas State Department of Education and the Vocational Teacher Education Departments, Kansas State University and Emporia State University.

The Center provides the following services:

1. Continuous searches for materials produced by curriculum writing centers, state and federal grants, and local educational agencies.

2. Selecting, advertising, and maintaining an inventory of quality materials.

3. Dissemination of materials to educators.

4. Assistance in determining the most efficient methods of using the materials in the classrooms.

5. Computer and manual searches for highly specialized instructional materials.

6. Training workshops on developing curriculum materials in the contemporary format.

7. Evaluating materials and making recommendations to curriculum writers for changes.

8. Production of highly specialized instructional materials not currently available in the United States.

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KVCRC PRODUCED MATERIALS

A RESOURCE MANUAL FOR JOB PLACEMENT FOR HANDICAPPED YOUTH AND ADULTS — Price $4.50

76 pages
1978, Kansas

Written by John H. Finney, this is a resource manual designed to provide an organized and practical approach to job placement of high school and post-high school handicapped people. Contained within this work are three major sections as follows:

I. Job Placement-Overview

Definition of Job Placement, component parts of job placement services, basic requirements for job placement specialists and benefits for vocational programs.

II. Procedural Guidelines

Establishment of employer contacts, practical placement techniques, approaches for students in a special needs program. Emphasis is given to non-employment relationships, on-the-job training placements and student learner training placement. Also given is an outline for follow-up plans.

III. Reference Material

Includes job analysis, job readiness performance appraisals, workmen's compensation and listing of state and local resources.

KVCRC PRODUCED MATERIALS

ABSTRACTS OF SELECTED VOCATIONAL, TECHNICAL AND CAREER EDUCATION CURRICULUM MATERIALS AVAILABLE IN THE UNITED STATES — Price $15.00

1977, Kansas

This manual was edited by Melinda Carey of the Kansas Vocational Curriculum and Research Center, Pittsburg State University, to provide educators with sources of non-commerical curriculum materials.

Each abstract contains the following information:

Name of Developer
Title of Materials
Type of Material
Type of Student (Regular, Disadvantaged, etc.)
Grade Level Intended
Copyright Restrictions
Purchase Unit Cost
Short Description of the Information Contained

(Includes Nine Sections Containing 329 Abstracts)

Section I: OE 01 Agriculture.

Section II: OE 04 Distributive Education.

Section III: OE 07 Health Occupations.

Section IV: OE 09 Home Economics.

Section V: OE 14 Office Occupations.

Section VI: OE 16 Technical Education.

Section VII: OE 17 Trade & Industrial Occupations.

Section VIII: Career Education.

Section IX: Cooperative Occupational Education.

KVCRC PRODUCED MATERIALS

CONSTRUCTION SAFETY

A Curriculum Guide, 409 Pages
1978, Kansas

Teacher's Guide Price $15.00
Student's Guide Price $10.00

This Guide is designed to be used as a complementary resource for students and teachers involved in learning a construction related trade. High school students, those in company training programs, and those wishing to upgrade their knowledge and skill will find this guide helpful in preparing them to meet the challenge of becoming a better worker by being always a safe worker.

The units included in this teaching aid are:

I. General Safety

II. Personal Safety

III. First Aid

IV. Fire Safety

V. Tool Safety

VI. Safety on Jobsite Structures

VII. Heavy Equipment Operation Safety

VIII. Excavation and Trenching Safety

IX. Explosives and Blasting Safety

X. Demolition Safety

XI. Materials Handling Safety

XII. OSHA, Standards, Inspections, and Codes

XIII. Safety Training and Record Keeping

KVCRC PRODUCED MATERIALS

CONSUMER USE OF ENERGY

A Curriculum Guide, 450 Pages
1978, Kansas

Teacher's Guide Price $15.00
Student's Guide Price $10.00

This guide is ideal for use in classroom situations. Not only will this material be of value in teaching vocationally related subjects, but it has a place in elementary and secondary learning settings. Teacher's as well as students would do well to investigate the possibilities introduced explaining the use and conservation of the many sources of energy on our planet.

The units included in this teaching aid are:

I. Introduction in Energy

II. United States Energy Consumption: The Sectors

III. Energy Resources and Reserves

IV. Alternative Energy Systems

V. Fossil Fuels

VI. Natural Gas

VII. Coal

VIII. Consumer Use of Electricity

IX. Transportation

X. Relationships of Energy to Food Production and Processing

XI. Fireplaces and Fireplace Fuels

XII. Insulation

XIII. Weatherizing

XIV. Structural Cooling System

XV. Space Heating

XVI. Use of Solar Energy

XVII. Relationships of Energy to Housing Construction and Building

XVIII. Secondary Uses of Energy in Housing

XIX. Management of Energy

XX. Political Aspects of Energy

KVCRC PRODUCED MATERIALS

SAFETY PRACTICES IN THE AUTO, DIESEL, AND AGRICULTURE MECHANICS SHOPS

Teacher's Guide Price $8.50
Student's Guide Price $6.50

A Curriculum Guide, 221 Pages
1977, Kansas

This publication was written by Janis Parr of the Kansas Vocational Curriculum and Research Center, Pittsburg State University to provide instructors in agriculture, diesel, or automotive mechanics shops with background information necessary to train students not only in maintaining a safe working environment, but also in complying with OSHA rules and regulations. Sources where additional information may be obtained are included.

(Includes Eleven Instructional Units in the Following Special Areas)

Section I: Safety and Its History

Section II: General Shop Safety

Section III: Fire Safety

Section IV: Hand Tool Safety

Section V: Portable Power Tools

Section VI: Stationary Power Tool Safety

Section VII: Using Jacks and Hoists Safely

Section VIII: Battery Safety

Section IX: Mounting Tires on Rims Safely

Section X: General Welding Safety

Section XI: Specialty Areas (Air Conditioning, Fuel Injection, Timing Lights, Alignment Rack, Distributor Machine, Dynomometer, Cleaning Equipment).

KVCRC PRODUCED MATERIALS

TESTING THE ELECTRICAL COMPONENTS ON YOUR CAR — Price $5.50

An instruction guide enabling the auto mechanics student to make diagnostic tests of various electrical components before condemning them, or remvoing the component from the vehicle. Helps eliminate the costly and time consuming procedure of parts switching and guessing. Contains 38 tests which can be performed with simple test equipment.

KVCRC PRODUCED MATERIALS

THE ORGANIZATION AND MANAGEMENT OF SMALL BUSINESSES

Teacher's Guide Price $12.00
Student's Guide Price $ 9.50

A Curriculum Guide, 400 Pages
1977, Kansas

This publication has been written by Merlyne Hines of the Kansas Vocational Curriculum and Research Center, Pittsburg State University, as an instructional guide in the basics of operating and managing a small business. This instrument is recommended for Cooperative Education Programs, Combination Cooperative Vocational Education Programs, Distributive Education Programs, and Business Education Departments of both secondary and post-secondary institutions as supplement to their business curriculum.

(Includes Two Sections Containing 13 Instructional Units)

Section I: Introduction, Forms of Ownership, Small Business Feasibility, Sources of Funds, Retailing, Wholesaling, and Franchising.

Section II: Financial Management, Expense, Credit, and Inventory Control, Personnel Management, Insurance for Small Business, Small Business Taxes, Small Business Legal Considerations, Small Business Advertising, Public Relations and the Small Business.

KVCRC PRODUCED MATERIALS

THE VOCATIONAL PHILOSOPHY FORUM Price: $2.75

89 pages
1978, Kansas

This guide was written for the teacher of Vocational Education who at some time during his or her career will be faced with the prospect of being involved in a course entitled "Principles and Philosophy of Vocational Education". The units contained in this manual were written by experts in different areas of vocational education, and given an excellent overview of the total picture of the vocational education process.

VOCATIONAL AGRICULTURE EDUCATION

VOCATIONAL AGRICULTURE I

Teacher's Guide Price $12.00
Student's Guide Price $ 8.50

A Curriculum Guide, 375 Pages
1977, Kansas

(Includes Six Sections Containing 25 Instructional Units)

Section I: Orientation to Vocational Agriculture, Careers in Agriculture.

Section II: Introduction to the Future Farmers of America, Duties and Responsibilities of FFA Members, Parliamentary Procedures and Public Speaking.

Section III: Planning and Implementing the Supervised Occupational Experience Program, Keeping Records for the Supervised Occupational Experience Program, Planning and Implementing the Supervised Training Program in Agribusiness, FmHA Youth Loan Program.

Section IV: The Livestock Industry, Breeds of Livestock, Livestock Selection, Livestock Feeding.

Section V: Plant and Soil Science.

Section VI: Orientation and General Safety, Arc Welding, Metal Work, The Twist Drill, Tap and Die Threading, Hacksaws, Files, and Miscellaneous, Introduction to Oxyacetylene Cutting, Oxyacetylene Cutting, Fasteners, Farm Safety Identification and Safe Use of Power Tools.

VOCATIONAL AGRICULTURE EDUCATION

VOCATIONAL AGRICULTURE II

Teacher's Guide Price $12.00
Student's Guide Price $ 8.50

A Curriculum Guide, 560 Pages
1976, Kansas

(Includes Six Sections Containing 36 Instructional Units)

Section I: Introduction to Agriculture Chemicals, Future Farmers of America.

Section II: Analysis and Evaluation for Supervised Farm Training Program, Farm Records-Record Book Closing Planning and Implementing the Supervised Training Programs for Agribusiness, Farm Credit.

Section III: Elementary Study of Soils, Soil Conservation Practices, Plant Growth and Reproduction, Seed Selection, Land Preparation, Chemical Weed Control, Plant Insect Control, Plant Diseases, Landscaping.

Section IV: Animal Nutrients, Animal Digestion, Animal Health, Parasites, Grades and Cuts of Beef, Pork, and Lamb, Quality Grades, Dairy Cattle.

Section V: Blueprint Reading, Position Welding, Oxyacetylene Fusion Welding, Oxyacetylene Brazing, Wood Fasteners, Figuring Bills of Materials, Introduction to Plumbing, Construction of Concrete Forms, Placing, Finishing and Curing Concrete.

Section VI: Quiz Materials.

VOCATIONAL AGRICULTURE EDUCATION

VOCATIONAL AGRICULTURE III

Teacher's Guide Price $15.00
Student's Guide Price $ 8.50

A Curriculum Guide, 1,056 Pages
1976, Kansas

(Includes Six Sections Containing 30 Instructional Units)

Section I: Marketing Crops, Fertilizers, Improving Native Rangeland, Establishing and Improving Tame Pastures, Crop Planting.

Section II: Reproductive Organs of Farm Mammals, Collecting and Examining Semen, Artificial Insemination, Fertility and Pregnancy Testing, Market Grades and Classes of Livestock, Marketing Livestock and Market Agencies, Livestock Price Trends and Cycles, Selecting and Breeding Livestock.

Section III: Analysis and Evaluation for Supervised Farm Training Program, Farm Records, Record Book Closing, Core Curriculum for Agribusiness Record, Transferring Records to Current Account Book, Acquisition of Farm Land, Budgeting.

Section IV: Importance of Public Speaking, Developing and Delivering a Speech.

Section V: Career Selection, Human Relations.

Section VI: Fundamentals of Electricity, Electrical Safety, Electrical Wiring Practices, Planning the Wiring Layout, Electric Motors, Using the Farm Level, Brush Painting, Engine Operation, Servicing Small Engines, Farm Fuels.

VOCATIONAL AGRICULTURE EDUCATION

VOCATIONAL AGRICULTURE IV

Teacher's Guide Price $12.00
Student's Guide Price $ 8.50

A Curriculum Guide, 1,181 Pages
1976, Kansas

(Includes Four Sections Containing 38 Instructional Units)

Section I: Farm Records, Farm Inventories, Net Worth Statement, Financing the Farm Business, Sources of Credit, Insurance, Tax Management, Machinery and Equipment Management-Custom Service Versus Ownership, Analysis and Evaluation of Supervised Farm Training Program, Farm Records-Record Book Closing, Transferring Records to Current Account Book, Planning and Implementing the Supervised Training Program for Agribusiness, Co-Ops in Agriculture.

Section II: Developing the FFA Program of Activities, Kansas Young Farmers and Farm Wives, Selecting a Career.

Section III: Land Judging, Homesite Evaluations, Soil Sampling, Soil Survey Reports and Legal Land Description, Soil Conservation Service and Conservation Districts, Agriculture Stabilization and Conservation Service.

Section IV: Building Farm Fences, Rafter Framing, Farm Utility Buildings, Servicing the Tractor-Air Supply System, Service Wheel Bearings, Battery Service, Servicing the Tractor, Lubrication System, Fuel System, Ignition System, Cooling System, Spray Painting, Baler Operation, Combines, Cast Iron Welding, Hard Surfacing, Field Sprayer, Hydraulics.

VOCATIONAL AGRICULTURE EDUCATION

AGRICULTURE SALES AND SERVICES — Teacher's Guide Price $4.00; Student's Guide Price $3.00

A Curriculum Guide, 412 Pages
1976, MAVCC

(Includes Seven Sections Containing 14 Instructional Units)

Section I: Orientation, Training Agreement, Organizations.

Section II: Human Relations in Agribusiness.

Section III: Selling and Salesmanship.

Section IV: Advertising.

Section V: Marketing Agriculture Production.

Section VI: Agribusiness Machines, Sales Procedures and Redords, Merchandise Control.

Section VII: Credit Analysis and Management, Insurance, Tax Management, Legal Aspects of Agribusiness.

FORESTRY — Price $15.00

A Curriculum Guide, 548 Pages
1974, Oklahoma

(Includes Six Sections Containing 20 Instructional Units)

Section I: The Forest (Orientation)

Section II: Identifying Oklahoma Trees, Using Measurement Units to Solve Forestry Problems

Section III: Forest Surveying, Forest Land Location, Tree Measurements, Log Scaling, Pine Tree Grading, Strip Cruising, Plot Cruising, Point Sampling, Hardwood Tree Grading.

Section IV: The Sivicultural System, Marking Timber in Thinnings, Seeding and Planting, Timber Stand Improvement.

Section V: Fire Fighting, Prescribed Burning, Insect Damage Identification

Section VI: Forest Business Methods

DISTRIBUTIVE EDUCATION

DISTRIBUTIVE EDUCATION I

Teacher's Guide Price $12.00
Student's Guide Price $ 6.50

A Curriculum Guide, 518 Pages
1973, Oklahoma

(Includes Nine Sections Containing 25 Instructional Units)

Section I: DECA

Section II: Free Enterprise System, Marketing Distribution System

Section III: Purpose of DE

Section IV: Good Grooming, Wardrobe, Personality

Section V: Human Behavior, Custom and Policies

Section VI: Introduction to Basic Selling, Business Letter, Telephone

Section VII: Finding the Right Job, Personal Data Sheet, Application Form, Job Interview, Social Security

Section VIII: Budgeting, Credit, Banking Services, General Insurance

Section IX: Whole Numbers, Multiplying Decimals, Percent, Wages

DISTRIBUTIVE EDUCATION

DISTRIBUTIVE EDUCATION II

Teacher's Guide Price $15.00
Student's Guide Price $ 6.50

A Curriculum Guide
Revised 1976, Oklahoma

(Includes Thirteen Sections)

Section I: Introduction to Distributive Occupations

Section II: DECA

Section III: Job Application and Interview

Section IV: Handling Money

Section V: Cash Register

Section VI: Shoplifting Prevention

Section VII: Communications

Section VIII: Human Relations

Section IX: Product Information

Section X: Selling

Section XI: Display

Section XII: Advertising

Section XIII: Economics

DISTRIBUTIVE EDUCATION III

Teacher's Guide Price $15.00
Student's Guide Price $ 6.50

A Curriculum Guide, 518 Pages
1972, Oklahoma

(Includes Nine Sections Containing 22 Instructional Units)

Section I: Managerial Development, The American Economic System, Government and Business, Business Opportunities

Section II: Marketing Activities in the Economy, Research Procedures

Section III: Site Location, The Physical Facilities, Selection of Equipment.

Section IV: Capital Resources, Financial Statements

Section V: Purchasing Policies and Buying Systems, Source Selection and Buying Negotiations, Planning Stock Controls.

Section VI: Business Organization and Functions, Business Ethics and Policies, Personnel Selection and Training, Personnel Management

Section VII: Budgeting and Media Selection, Campaign Planning and Implementation

Section VIII: Sales Management and Employee Motivation

Section IX: Marketing Innovations and the Retailer

DISTRIBUTIVE EDUCATION

FASHION MERCHANDISING Price $15.00

A Curriculum Guide, 596 Pages
1974, Oklahoma

(Includes Eight Sections Containing 21 Instructional Units)

Section I: Introduction to Fashion Merchandising, Customer Service in Relation to Store Image

Section II: The Fashion Cycle, Basic Fashion Theories

Section III: Introduction to Visual Merchandising, Creating a Display, Show Card Lettering

Section IV: Introduction to Sales Skills, The Customer and the Buying Decision, Benefit and Feature Selling, Approach, Presentation, Sales Resistance, Closing the Sale, Suggestive Selling and Building a Customer Following

Section V: The Buyer and Fashion Buying, Buying and Merchandise Control, Pricing

Section VI: Fashion Industry and the Fashion Designer

Section VII: Advertising

Section VIII: Human Relations

NURSE ASSISTANT

Teacher's Guide Price $10.00
Student's Guide Price $ 6.50

A Curriculum Guide, 439 Pages
1971, Oklahoma

(Includes Four Sections Containing 13 Instructional Units)

Section I: Orientation of the Nurse Assistant to the Health Institutions, To the Occupations

Section II: Bedmaking, Patient Cleanliness, Body Elimination, Nutritional Needs.

Section III: Vital Signs, Admission, Discharge, and Physical Examination, Positioning and Body Mechanics, Application of Cold and Heat

Section IV: Medical Asepsis, Preoperative and Postoperative Care, Care of the Aging, the Dying, and the Dead

ADVANCED NURSE ASSISTANT

Teacher's Guide Price $10.00
Student's Guide Price $ 6.50

A Curriculum Guide, 379 Pages
1971, Oklahoma

(Includes Four Sections Containing 16 Instructional Units)

Section I: Orientation

Section II: Surgical Asepsis, Methods of Sterilization, Surgical Equipment and Sutures

Section III: Admission and Ante-Partum Care, Preparing for Delivery, Postpartum Care of the Mother, Infant Characteristics, Care of the Infant, Feeding the Baby, Working in the Nursery

Section IV: Emergency Care, Heart-Lung Resuscitation, Emergency Care of Cardiac Patients, Treatment for Respiratory Distress

HEALTH OCCUPATIONS

NURSING I

Teacher's Gudie Price $20.00
Student's Guide Price $12.00

A Curriculum Guide, 1,593 Pages
1974, Oklahoma

(Includes Three Sections Containing 51 Instructional Units)

Section I: Orientation to Practical Nursing, Introduction to Personal Vocational Relationships, Communications, Historical Development of Nursing, Legal and Ethical Responsibilities, Nursing and Community Organizations, The Health Care Team, Understanding the Patient as a Total Person

Section II: Introduction to Basic Nursing, Body Mechanics, The Patient's Environment, Medical Asepsis, Making Beds, Patient Cleanliness, Observation and Recording, Patient Movement and Activity, Nutrition and Fluids, Body Elimination, Vital Signs, Rest and Sleep, Application of Heat and Cold, Admission, Examination, Transfer, Discharge, Collecting Specimens

Section III: Anatomy and Physiology; Basic Concepts of Physical Sciences, Basic Concepts of the Life Sciences, Points of Reference for the Study of Body Systems, The Integumentary System, The Skeletal System, The Muscular System, The Digestive System-The Alimentary Canal, The Digestive System-Accessory Organs and Digestion, The Blood, The Circulatory System, The Respiratory System, The Urinary System, The Nervous System, The Special Senses, The Endocrine System, The Reproductive System. Microbiology; Microbiology, Bacteriology, Infectious Diseases, Immunology, Control of Infectious Diseases. Nutrition; Introduction to Nutrition, Metabolism, Carbohydrates, Proteins, and Fats, Vitamins and Minerals, Water and Cellulose, Nutrition Evaluation, Diet Modifications

NURSING II

Teacher's Guide Price $20.00
Student's Guide Price $12.00

A Curriculum Guide, 1,673 Pages
1975, Oklahoma

(Includes Five Sections Containing 43 Instructional Units)

Section I: Introduction to Phyarmacology, Responsibility of the Practical Nurse in the Administration of Medication, Weights, Measures, and Abbreviations Computing Dosages, Preparation of Solutions, Effects of Drugs, Administration of Medications, Syringes and Needles, Administration of Parenteral Medications, Administration of Insulin, Other Methods for Administering Medications, Charting Medications

Section II: Surgical Asepsis, Ventilation, Administration of Oxygen, Urinary Cathererization, The Indwelling Catheter, Isolation Technique, Preoperative and postoperative Care, Terminal and Postmortem Care, Planning Nursing Care

Section III: Introduction to Maternal and Infant Care, Pregnancy and Prenatal Care, Care of the Patient in Labor, Care of the Patient in the Delivery Room, Care of the Postpartum Mother, Care of the Normal Newborn, Caring for the Premature Infant, Caring for the Newborn with Abnormalities

Section IV: Introduction to Nursing of Children, Growth and Development of the Infant, Caring for the Hospitalized Infant, Growth and Development of the Toddler, Caring for the Hospitalized Toddler, Growth and Development of the Preschool Child, Caring for the Hospitalized Preschool Child, Growth and Development of the School-Age Child, Caring for the Hospitalized School-Age Child, Growth and Development of the Adolescent, Caring for the Hospitalized Adolescent

Section V: Introduction to Medical Surgical Nursing, Nursing the Female Patient with Diseases of the Reproductive System, Caring for the Patient with Diseases of the Respiratory System

OCCUPATIONAL CHILD DEVELOPMENT

Teacher's Guide Price $7.00
Student's Guide Price $6.00

A Curriculum Guide, 788 Pages
1975, MAVCC

(Includes Seven Sections Containing 35 Instructional Units)

Section I: Introduction

Section II: Employment in Child Care Occupations, Job Orientation, Roles of the Child Care Worker, History of Early Childhood Education, Observation of Children.

Section III: Beginning a Family, Prenatal Care, The Birth and Delivery of the Baby, Care of Mother, Management of Parent Responsibilities, Infancy

Section IV: Introduction to Development, Developing a Positive Self-Image, Language Development, Motor Development, Sensory Development, Concept Formation, Development of Daily Living Skills, Social and Emotional Development, Guidance and Discipline

Section V: Value of Play, Toys, Dramatic Play, Art, Music, Children's Literature, Science, Games, Enrichment, Career Awareness

Section VI: Child Nutrition, Child Health and Safety

Section VII: Middle Childhood, Exceptional Child

HOME AND COMMUNITY SERVICES

Teacher's Guide Price $12.00
Student's Guide Price $ 6.50

A Curriculum Guide, 719 Pages
1972, Oklahoma

(Includes Five Sections Containing 31 Instructional Units)

Section I: Orientation, Caring for the Baby, Behavior and Discipline, Creative Activities, Tots at the Table

Section II: Getting to Know Your Machine, Care of the Sewing Machine, Operating the Sewing Machine - Unthreaded, Prepare the Machine for Sewing, Preparation of Cloth for Cutting, Making a Purse Sized Tissue Holder

Section III: Using Nonfat Dry Milk, Short Orders, The Class Picnic

Section IV: Personal Income, Managing Personal Income, Planned Spending, Credit

Section V: Scheduling, Cleaning Equipment, Kitchen Cleaning, Cleaning Ceilings, Walls, and Woodwork, Cleaning Carpet and Wood Floors, Cleaning Wood and Upholstery Furniture, Home Safety, Repair or Replace a Lamp Socket, Replace a Heater Plug, Repair Service Cords, Minor Plumbing Repairs

HOME ECONOMICS I

Teacher's Guide Price $12.00
Student's Guide Price $ 6.50

A Curriculum Guide, 869 Pages
1973, Revised 1977, Oklahoma

(Includes Nine Sections)

Section I: Orientation

Section II: Career Exploration

Section III: Child Development

Section IV: Clothing and Textiles

Section V: Consumer Education

Section VI: Food and Nutrition

Section VII: Housing and Home

Section VIII: Furnishing

Section IX: Personal Relations

HOME ECONOMICS II

Teacher's Guide Price $12.00
Student's Guide Price $ 6.50

A Curriculum Guide, 698 Pages
1974, Oklahoma

(Includes Seven Sections Containing 24 Instructional Units)

Section I: Obtaining a Job, Progress on the Job, Business Etiquette

Section II: Guiding the Preschool Child, Middle Childhood

Section III: Labeling, Textiles, Buying Ready to Wear Garments, Garment Construction

Section IV: Banking Services, Credit, Buying Practices

Section V: Meats Identification, Nutrition of Meats, Consumer Buying of Meats, Inspection and Grading, Meat Purchasing, Meat Preparation, Yeast Breads, Pastry

Section VI: Selection of Housing and Home Furnishings, Room Arrangement

Section VII: Introduction to Adolesence, Dating and Mate Selection

FOOD SERVICE: PRODUCTION & SERVICE

Teacher's Guide Price $8.00
Student's Guide Price $7.00

A Curriculum Guide, 1,174 Pages
1976, MAVCC

(Includes Nine Sections Containing 50 Instructional Units)

Section I: Food Service Industry, Human Relations, Appearance Teamwork

Section II: Hazardous and Less Hazardous Equipment, Hand Tools and Utensils

Section III: Fire Safety, Safe Work Habits, Dining Room Safety, OSHA

Section IV: Personal Hygiene, Housekeeping, Food Handling and Storage, Common Food-Borne Illnesses, Ware Washing

Section V: Weights and Measures, Recipe Use, Personal Organization, Soups, Sauces, Meat Identification, Meat, Poultry, Fish, Eggs and Cheese, Rice and Pasta, Vegetables, Salads, Sandwiches and Fruits, Breads, Pastries, Cookies, Cakes, and Icings, Spices and Flavorings, Breakfast Cookery, Leftovers, Beverages

Section VI: Table Service, Table Setting, Cashiering and Hostessing

Section VII: QualityPurchasing, Seasonal Purchasing, Pre-Prepared Items, Inventory Standards and Controls

Section VIII: Nutrition, Planning Menus, Catering, Costing

Section IX: Scheduling, Food Preparation/Service Supervision, Personnel Relationships, Keeping Records

HOME ECONOMICS EDUCATION

FAMILY LIVING

Teacher's Guide Price $15.00
Student's Guide Price $ 8.00

A Curriculum Guide, 472 Pages
1978, Oklahoma

This guide is designed for the eleventh and twelfth grade students who have had no more than one year of Home Economics Instruction

(Includes Seven Sections Containing 22 Instructional Units)

Section A: Career Planning, Securing a Job, Career Success

Section B: Managing Financial Resources, Buyhing Practices, Using Banking Services, Establishing Credit and Obtaining Loans, Financial Security

Section C: Personal Development, Personal Relationships

Section D: Life-styles, Pregnancy and Childbirth, Infant Care, Parent-Child Relationships

Section E: Clothing Selection, Clothing Care

Section F: Meal Planning and Table Service, Kitchen Utensils and Tools, Food Preparation, Special Occasions

Section G: Housing Selection, Selection/Maintenance of Home Furnishings

INDUSTRIAL SEWING

A Curriculum Guide
1978, Oklahoma

This guide is in the process of being printed and should be ready for purchase during the spring of 1979.

TRADE AND INDUSTRY EDUCATION

AIR CONDITIONING AND REFRIGERATION I

A Curriculum Guide, 889 Pages
1977, MAVCC

Teacher's Guide Price $8.00
Student's Guide Price $7.00
Transparencies $25.00

(Includes Seven Sections Containing 22 Instructional Units)

Section I: History and Development, Job Opportunities

Section II: General Safety, Specific Safety

Section III: Hand Tools, Special Tools, Measuring

Section IV: Tubing, Tubing Operations, Pipe

Section V: Soldering and Welding Equipment, Soft Soldering, Silver Brazing, Aluminum Soldering, Oxyacetylene Cutting, Welding, Brazing, Electric Welding

Section VI: Basic Mechanical Refrigeration, Refrigerant System Accessories, Refrigerants, Evacuation

Section VII: Pressurizing and Leak Testing, Charging

AIR CONDITIONING AND REFRIGERATION II

A Curriculum Guide, 922 Pages
1977, MAVCC

Teacher's Guide Price $8.00
Student's Gudie Price $7.00
Transparencies $25.00

(Includes Six Sections Containing 21 Instructional Units)

Section I: Fundamentals of Electricity, Electrical Test Instruments Electric Power

Section II: Basic Electric Thermostats, Relays Protection Devices, Capacitors

Section III: Introduction to Electric Motors, Split-Phase Motors, Shade-Pole Motors, Capacitors Motors, Three-Phase Motors

Section IV: Wiring Diagrams

Section V: Domestic Refrigeration Fundamentals, Sealed System Components, Domestic Refrigeration Defrost and Electrical Controls, Mechanical Servicing of Domestic Refrigerators, Troubleshooting Domestic Refrigerators, Domestic Refrigerator Ice Makers

Section VI: Fundamentals of Window Air Conditioners, Window Air Conditioner Repair

AUTO BODY

Teacher's Guide Price $20.00
Student's Guide Price $12.00

A Curriculum Guide, 1,564 Pages
1974, Oklahoma

(Includes Eleven Sections Containing 42 Instructional Units)

Section I: Orientation, General Safety, Body and Pain Shop Safety

Section II: VICA, Parliamentary Procedure and Public Speaking, Becoming a Good Leader, Applying for a Job

Section III: Conventional and Unitized Body and Frame Construction

Section IV: General Hand Tools, Body Hand Tools, Power Tools and Equipment, Refinishing Equipment

Section V: Oxyacetylene Fusion Welding, Oxyacetylene Braze Welding, Oxyacetylene Cutting, Shielded Metal Arc Welding, Gas Metal Arc Welding

Section VI: Surface Preparation - Metal Repair, Roughout, Metal Finishing, Shrinking, Body Filling

Section VII: Exterior Molding and Trim Fasteners, Interior Trim, Hardware, Glass, Fasteners

Section VIII: Under Body Measurement, Frame Alignment, Bumper and Panel Alignment, Body Panel Replacement

Section IX: Sanding Painted Surfaces, Stripping Painted Surfaces, Masking, Spraying Automotive Finishes, Detailing

Section X: Making an Estimate

Section XI: Basic Measurement, Battery Service, Circuits and Wires, Engine Cooling System, Air Conditioning System

AUTOMOTIVE EMISSION CONTROL

Teacher's Guide Price $6.00
Student's Guide Price $4.50

A Curriculum Guide, 350 Pages
1976, MAVCC

(Includes Four Sections Containing 14 Instructional Units)

Section I: Introduction to Automotive Emission Control, Internal Combustion Engine Pollutants, Origin of Internal Combustion Engine Pollutants

Section II: Heated Air Induction Systems, Evaporative Emission System

Section III: Engine Modifications, Carburetor Modifications, Ignition Timing Systems, Transmission Controlled Spark System, Electronic Spark Control System, Exhaust Gas Recirculation System

Section IV: Positive Crankcase Ventilation Systems, Air Injection System, Catalytic Converter Systems

TESTING THE ELECTRICAL COMPONENTS ON YOUR CAR

Price $5.50

An instructional guide enabling the auto mechanics student to make diagnostic tests of various electrical components before condemning them, or removing the component from the vehicle. Helps eliminate the costly and time consuming procedure of parts switching and guessing. Contains 38 tests which can be performed with simple test equipment.

TRADE AND INDUSTRY EDUCATION

AUTO MECHANICS I

Teacher's Guide Price $15.00
Student's Guide Price $10.50

A Curriculum Guide, 1,116 Pages
1976, Oklahoma

(Includes Five Sections Containing 23 Instructional Units)

Section I: Orientation, Safety, Hand Tools, Arc Welding, Oxyacetylene Cutting, Oxyacetylent Fusion Welding, Oxyacetylene Braze Welding

Section II: Rules, The Outside Micrometer, The Inside Micrometer

Section III: Basic Engine Principles, Cooling System, Engine Lubrication System, Exhaust System, Fuel System

Section IV: Wheel Bearings, Tires and Wheels, Wheel Balancing, Suspension System, Steering System, Wheel Alignment

Section V: Brake System, Power Disc Brakes

AUTO MECHANICS II

New Material
Available September 1978

A Curriculum Guide
1978, Oklahoma

(Includes Four Sections Containing 18 Instruction Units)

Section I: Remove and Replace Engine, Engine Dissassemble, Clean, and Inspect, Valve Train and Cylinder Head, Engine Crankshaft, Bearings, Reconditioning, Cylinder and Piston Reconditioning, Engine Reassembly

Section II: Basic Electrical Theory, Battery Service, Chassis Wiring, Ignition System, Starting System

Section III: Clutch Assembly, Standard Transmission, Drive Lines, Rear Axle, Automatic Transmission Service

Section IV: Air Conditioning, Heaters

MOTORCYCLE REPAIR

A Curriculum Guide, 739 Pages
1977, MAVCC

Teacher's Guide Price	$7.00
Student's Guide Price	$6.00
Transparencies	$25.00

(Includes Ten Sections Containing 24 Instructional Units)

Section I: Mechanical Drum and Shoe Brake Systems, Hydraulic Disc Brake Systems

Section II: Centrifugal Clutches, Multiplate Clutches, Automotive Single Plate Clutches

Section III: Constant Mesh Design, Constant Mesh Operation, Constant Mesh Service

Section IV: Chain and Sprocket Final Drives, Shaft Final Drives

Section V: Wheeling Lacing and Truing, Wheeling Bearings, Axles, and Balancing, Front Forks and Steering Stem, Rear Swing Arms and Shock

Section VI: Kickstarters

Section VII: AC Permanent Magnet Single Phase Charging Systems, AC Electromagnetic Three Phase Charging Systems, Battery Ignition Systems, Energy Transfer Ignition Systems, Capacitor Discharge Ignition Systems, Electrical Starting Systems

Section VIII: Slide Valve Carburetors

Section IX: 2-Stroke Oil Injection Systems

Section X: Overhead Camshafts

DIESEL ENGINE MECHANICS

A Curriculum Guide
1977, MAVCC

Teacher's Guide Price	$15.00
Student's Guide Price	$13.00
Transparencies	$35.00

(Includes Nine Sections Containing 41 Instructional Units)

Section I: Orientation, Shop Safety, Basic Shop Tools

Section II: Test Equipment and Service Tools, Fasteners, Engine Operating Principles

Section III: Diesels Fuels, Lubricants, Coolants

Section IV: Bearings, Seals, Cylinder Head Assembly, Piston and Connecting Rod Assemblies, Camshafts, Gear Train and Engine Timing, Frames and Cylinder Blocks, Crankshafts and Bearings

Section V: Lubrication Systems, Cooling Systems, Air Intake and Exhaust Systems, Starting Systems

Section VI: Fuel System Components, Distributer Type Injection Pump, In Line Injection Pump, Unit Injector, P.T. Fuel System, Injection Nozzles, Governors

Section VII: Principles of Electricity, Storage Batteries, Starting Circuits, Generator Charging Circuits, Alternator Charging Circuits, Ignition Circuits

Section VIII: Operation and Maintenance, Diagnosis and Testing (Trouble-shooting), Tune-Up and Adjustment, Engine Storage

Section IX: Arc Welding, Oxyacetylene Cutting, Oxyacetylene Fusion Welding, Oxyacetylene Braze Welding

SNOWMOBILE REPAIR — Teacher's Guide Price $8.00; Student's Guide Price $6.00

A Curriculum Guide, 359 Pages
1976, MAVCC

(Includes Eight Sections Containing 20 Instructional Units)

Section I: Skis, Steering

Section II: Engine Clutches, Drive Belts, Drive Belt Adjustment and Alignment, Driven Clutch Assembly, Drive Clutch Bearing Replacement

Section III: Chain Case Assemblies, Chair Replacement, Chair Repair

Section IV: Drive Axles, Rear Axles

Section V: Bogie Wheels, Slide Rail Suspension

Section VI: Shoe Type Brake Servicing, Disc Type Brake Servicing, Hydraulic Type Brake Servicing

Section VII: Track, Track Replacment

Section VIII: Shock Absorbers.

COMPREHENSIVE SMALL ENGINE REPAIR — Teacher's Guide Price $8.00; Student's Guide Price $7.00

A Curriculum Guide, 832 Pages
1977, MAVCC

(Includes Four Sections Containing 20 Instructional Units)

Section I: Occupational Introductions, Safety, Tools, Measuring

Section II: Engine Identification and Inspection, Basic Engine Principles and Design, Principles of Operation, Four-Stroke Cycle and Two-Stroke Cycle

Section III: Basic Electricity, Ignition Systems, Charging Systems, Starting Systems

Section IV: Lubrication Systems, Cooling Systems, Fuel Systems, Governor Systems, Exhaust Systems, Troubleshooting, Overhaul of Four-Stroke Cycle Engines, Overhaul of Two-Stroke Cycle Engines

OUTBOARD MOTOR REPAIR

Teacher's Guide Price $6.00
Student's Guide Price $5.00

A Curriculum Guide, 212 Pages
1977, MAVCC

(Includes 9 Instructional Units)

Unit I Electrical Remote Control Assembly

Unit II Mechanical Remote Control Assembly

Unit III Tilt Assemblies

Unit IV Exhaust Housing

Unit V Propellor and Trim Tabs

Unit VI Cooling Systems

Unit VII Mechanical Gearcase

Unit VIII Electrical Gearcase

Unit IX Fuel Supply Systems

BASIC ELECTRONICS I

Teacher's Guide Price $18.00
Student's Guide Price $ 8.50

A Curriculum Guide, 589 Pages
1973, New Mexico

(Includes Six Sections Containing 33 Instructional Units)

Section I: Expectations, Safety, Lab Organizations, VICA

Section II: The Nature of Matter, Sources of Electricity

Section III: Circuit Fundamentals, Soldering Techniques, Slide Rule Fundamentals, Voltage, Current, Resistance, Power, Ohm's Law, Series Circuits, Parallel Circuits, Series-Parallel Circuits, Magnetism

Section IV: The Nature of Alternating Current, Inductance, Inductive Resistance, Capacitance, RC Time Constants, Capacitive Reactance, Series RCL Circuits, Parallel RCL Circuits, Motors and Generators

Section V: Measuring Amperes, Volts, and Ohms, the Wattmeter, VTVM and TRVM, Frequency Meters, Power Supplies, the Oscilloscope, Signal Generators

Section VI: Applying for a Job

BASIC ELECTRONICS II

Teacher's Guide Price $18.00
Student's Guide Price $ 8.50

A Curriculum Guide, 900 Pages
1975, New Mexico

(Includes Five Sections Containing 43 Instructional Units)

Section I: Construction of Electron Tubes, Diodes, Triodes, Tetrodes, and Pentodes, Special Types of Tubes

Section II: Review of Nature of Matter, the P-N Junction, Transistors, Basic Transistor Circuits, Practical Transistor Circuits, Practical Transistor Circuits, Miscellaneous Devices, Integrated Circuits

Section III: Half-Wave Power Supplies, Full-Wave Power Supplies, Amplifiers, Oscillators, Receivers, Transmitters

Section IV: Orientation to Television, Tuners, Intermediate Frequency Amplifiers, Sound Circuits, Horizontal Oscillators and AFC, Vertical Deflection Circuits, High Voltage Power Supplies, Orientation to Color, Color Difference Amplifiers and Clamping, Demodulators and Sideband Detection, Oscillator and Reactance Circuits and AFPC, Bandpass and Burst Amplifiers, Color Killers, and ACC.

Section V: Orientation, Logic Circuits, Logic Devices, Transducers, Indicators and Recording Devices, Flow and Liquid Measuring Devices, Voltage Control Circuits, Positioning Devices, Ultrasonics, Temperature, Infrared, Laser, and Maser Devices, Radiation Devices.

TRADE AND INDUSTRY EDUCATION

CONSTRUCTION SAFETY

Teacher's Guide Price $15.00
Student's Guide Price $10.00

A Curriculum Guide, 409 Pages
1978, Kansas

This Guide is designed to be used as a complementary resource for students and teachers involved in learning a construction related trade. High school students, those in company training programs, and those wishing to upgrade their knowledge and skill will find this guide helpful in preparing them to meet the challenge of becoming a better worker by being always a safe worker.

The units included in this teaching aid are:

I. General Safety

II. Personal Safety

III. First Aid

IV. Fire Safety

V. Tool Safety

VI. Safety on Jobsite Structures

VII. Heavy Equipment Operation Safety

VIII. Excavation and Trenching Safety

IX: Explosives and Blasting Safety

X. Demolition Safety

XI: Materials Handling Safety

XII. OSHA, Standards, Inspections, and Codes

XIII. Safety Training and Record Keeping

TRADE AND INDUSTRY EDUCATION

DRAFTING

Teacher's Guide Price $15.00
Student's Guide Price $ 7.00

A Curriculum Guide, 731 Pages
1972, Oklahoma

(Includes Twelve Sections Containing 13 Instructional Units)

Section I: Orientation

Section II: Plate Information

Section III: Uppercase Pencil Lettering

Section IV: Sketching

Section V: Major Equipment Orientation

Section VI: Geometric Constructions

Section VII: Architect's Scale Usage in Sixteenths

Section VIII: Dimensioning Procedures

Section IX: Orthographic Projection

Section X: Isometric Pictorial Drawings, Oblique Pictorial Drawings

Section XI: Sectional Views

Section XII: Auxiliary Views

TRADE AND INDUSTRY EDUCATION

GRAPHIC ARTS

Teacher's Guide Price $19.00
Student's Guide Price $ 8.50

A Curriculum Guide, 575 Pages
1975, New Mexico

(Includes Twleve Sections Containing 36 Instructional Units)

Section I: Graphic Arts Orientation, General Safety, School and Shop Policy

Section II: Type, Measuring and Fitting Type

Section III: Basic Graphic Design, Layout and Pasteup, Means of Composition, Proofs, Proofreading, and Corrections

Section IV: Varieties of Letterpress Image Carriers (Plates), Letterpress Lockup and Imposition, Letterpress Printing Operations, Overview of Multicolor Letterpress Printing

Section V: Basic Photography Overview

Section VI: The Process Camera and Operations, Darkroom Equipment, Maintenance, and Safety, Line Copy and Film Developing, Halftone Copy and Film Developing, Other Darkroom Techniques, Overview: Process Color Printing

Section VII: Overview: Tools, Equipment, and Materials for Stripping, Preparation for Stripping, Stripping Procedures

Section VIII: Overview: Equipment and Materials, Exposure and Processing of Offset Plates, Storage and Care of Offset Plates

Section IX: Overview: Offset Press Theory, Systems, and Designs, System Controls, Makeready and Running, Troubleshooting

Section X: Some Other Printing Techniques

Section XI: Paper, Ink, Cost Estimating and Printing Plant Economics, Legal Considerations

Section X: Applying for a Job

TRADE AND INDUSTRY EDUCATION

RESIDENTIAL CARPENTRY

Teacher's Guide Price $15.00
Student's Guide Price $ 7.00

A Curriculum Guide, 1,027 Pages
1973, Oklahoma

(Includes Twelve Sections Containing 27 Instructional Units)

Section I: Orientation, Safety, Applying for a Job

Section II: VICA, Parliamentary Procedure and Public Speaking, Becoming a Good Leader

Section III: Lumber, Measuring

Section IV: Hand Tools, Machine Woodworking Tools

Section V: Blueprint Reading and Building Codes

Section VI: Site Selection, Site Preparation, Site Layout

Section VII: Forming

Section VIII: Floor and Sill Framing, Wall and Partition Framing, Roof Framing

Section IX: Roofing Materials and Application, Exterior Wall Coverings and Trim

Section X: Thermal Insulation, Dry Wall

Section XI: Stair Construction, Door Hanging and Trim, Cabinets and Built-Ins, Paneling

Section XII: Flooring

MACHINE SHOP

Teacher's Guide Price $15.00
Student's Guide Price $ 7.00

A Curriculum Guide, 684 Pages
1972, Oklahoma

(Includes Six Sections Containing 16 Instructional Units)

Section I: Machine Trades Orientation, Safety

Section II: Ferrous and Ferrous Alloys, Nonferrous Materials, Heat Treatment

Section III: Fractions and Decimal Equivalents

Section IV: Rules, The Outside Micrometer, The Inside Micrometer, The Screw Thread Micrometer, The Depth Micrometer

Section V: Single-Point Cutting Tools

Section VI: Power Saws, Drill Presses, The Engine Lathe, Engine Lathe Operations

WELDING

Teacher's Guide Price $15.00
Student's Guide Price $ 6.50

A Curriculum Guide, 697 Pages
1974, Oklahoma

(Includes Six Sections Containing 16 Instructional Units)

Section I: Safety, Orientation to Welding, Metals

Section II: VICA, Parliamentary Procedure and Public Speaking, Becoming a Good Leader, Applying for a Job, Measuring

Section III: Basic Blueprint REading

Section IV: Oxyacetylene Cutting, Oxyacetylene Fusion Welding, Oxyacetyelene Braze Welding

Section V: Shielded Metal Arc Welding, Sheidled Metal Arc Welding Position Welded

Section VI: Gas Tungsten Arc Welding, Gas Metal Arc Welding

RESIDENTIAL WIRING

Teacher's Guide Price $10.00
Student's Guide Price $ 7.50

A Curriculum Guide, 881 Pages
1978, MAVCC

(Includes 8 Section Containing 27 Instructional Units)

Section A: Orientation; Occupational Introduction, General Safety, Electrical Safety

Section B: Tools; Pouch Tools, Specialty Tools

Section C: Basic Theory; Ohm's Law, Basic Theories, Conductors, Cables and Cords

Section D: Using Trade Information; The National Electric Code, Blueprints and Specifications

Section E: Basic Equipment and Procedures; Equipment, Wiring Methods, Load Centers

Section F: Wiring Residential Circuits; Overcurrent Production, New Construction Box Location Planning and Installation, Switching Situations, Receptacle Outlets, Combination Circuits, Low Voltage Wiring, Residential Service Installation, Trim Out

Section G: Existing Dwellings; Box Installations, Cable Installations, Load Center Changes

Section H: Related Information; Trouble Shooting, Customer Service, Take Off and Estimate, Applying For a Job

CAREER EDUCATION

CAREER AWARENESS K-6, "I Can Be Me From A-Z" Price $3.00

A Curriculum Guide, 70 Pages
1974, Oklahoma

(Includes Two Sections Containing 10 Instructional Units)

This Curriculum is Designed to Aid Pupils in Developing Attitudes Toward Self and the World of Work

Section I: (K-3) Art and Music, Reading (Getting Ready to Read), Mathematics, Language Arts

Section II: (5-6) Mathematics, Language Arts, Math and Social Studies, Social Studies

ELEMENTARY DICTIONARY OF OCCUPATIONAL TITLES Price $3.00

A Curriculum Guide, 279 Pages
1974, Oklahoma

This manual contains qualifications for occupations (entry level, skilled, technical, and professional) in the 15 clusters defined by the U.S.O.E. It is designed for pupils in upper elementary grades. (This Occupational Handbook is designed to be used with the Career Awareness Guide, "I Can Be Me From A-Z".)

CAREER EXPLORATION, CONSTRUCTION CLUSTER Price $10.00

A Curriculum Guide, 331 Pages
1974, Oklahoma

(Includes Four Sections Containing 13 Instructional Units)

Section I: Design Process

Section II: Preparing to Build, Site Clearing and Excavation

Section III: Composition of Concrete, Construction Forms and Reinforcing and Finishing Concrete, Masonry, Obtaining a Job, Wood Frame Construction, Electrical Wiring, Plumbing

Section IV: Occupations Covered in the Construction Cluster, Expendable Supplies, Tools

CAREER EXPLORATION, TRANSPORTATION CLUSTER Price $10.00

A Curriculum Guide, 278 Pages
1974, Oklahoma

(Includes Six Sections Containing 11 Instructional Units)

Section I: History of Transportation

Section II: Local and Suburban Transit, Highway Transportation, Rail Transportation, Unions and Collective Bargaining

Section III: Aviation

Section IV: Inland Water Transportation

Section V: Future

Section VI: Occupations in the Transportation Cluster, Expendable Supplies, Tools

CAREER EXPLORATION, A GUIDE FOR TEACHERS Price $1.75

A Curriculum Guide, 162 Pages
1970, Oklahoma

This Guide is designed for use by teachers to plan and implement a course in careers for grades 8, 9, or 10, and includes four major units: Know Yourself, World of Work, Use of Occupational Information, and Career Education Planning

CAREER EDUCATION, A COUSELOR'S GUIDE Price $2.50

A Curriculum Guide, 67 Pages
1974, Oklahoma

This Guide is a module of programmed instruction to provide counselors with a clear, concise overview of career education and help the counselor understand what the duties would be to support career education

IN-SERVICE TRAINING

MOTIVATION AND DISCIPLINE IN THE VOCATIONAL CLASSROOM: A DELPHI APPROACH — Price $1.75

32 Pages, Kansas

A Manual which lists one hundred and forty-four tips, strategies, and techniques on motivation, discipline, and control in the vocational classroom

WRITING,TEACHING, AND SUPPLEMENTING — Price $2.25

98 Pages,
1975, Oklahoma

This manual consists of three units dealing with the fundamentals and procedures for writing, teaching, and supplementing a unit of instruction

A RESOURCE MANUAL FOR JOB PLACEMENT FOR HANDICAPPED YOUTH AND ADULTS — Price $4.50

76 Pages
1978, Kansas

Written by John H. Finney this is a resource manual designed to provide an organized and practical approach to job placement of high school and post-high school handicapped people. Contained within this work are three major sections as follows:

1. Job Placement-Overview

   Definition of Job Placement, component parts of job placment services, basic requirements for job placment specialists and benefits for vocational programs.

II. Procedural Guidelines

   Establishment of Employer contacts, practical placment techniques, approaches for students in a special needs program. Emphasis is given to non-employment relationships, on-the-job training placements student learner training placement. Also given is an outline for follow-up plans.

III. Reference Material

   Includes job analysis, job readiness performance appraisals workmen's compensation and listing of state and local resources

THE VOCATIONAL PHILOSOPHY FORUM Price $2.75

89 Pages
1978, Kansas

This guide was written for the teacher of Vocational Education who at some time during his or her career will be faced with the prospect of being involved in a course entitled "Principles and Philosophy of Vocational Education". The units contained in this manual were written by experts in different areas of vocational education, and give an excellent overview of the total picture of the vocational education process.

COOPERATIVE EDUCATION HANDBOOK Price $4.50

116 Pages
1978, Kansas State Department of Education

This guide has been compiled by Vocational Educators in order to provide prospective Co-op teachers with a comprehensive source of information in planning and implementing a course of instruction. This publication provides an in-depth coverage of the various aspects of Cooperative Vocational Education.

GROUP INSTRUCTION FOR COOPERATIVE PROGRAMS — Teacher's Guide Price $12.00; Student's Guide Price $ 6.50

A Curriculum Guide, 1026 Pages
1978, Oklahoma
(Replaces Cooperative Vocational Education)

(Includes Eleven Sections, 24 Instructional Units)

Section A: Orientation to Cooperative Programs, Vocational Student Organizations and Parliamentary Procedure, Leadership Development and Civic Responsibility

Section B: Health and Safety

Section C: Human Relations and Self-Improvement, Relationships with Other People, Coping with Problems

Section D: Oral Communications, Written Communications

Section E: Managing Resources, Personal Banking Procedures, Obtaining and Using Credit and Loans, Insurance, Buying A Car

Section F: Basic Law for Business and Consumers

Section G: Labor Unions

Section H: Economics of Free Enterprise

Section I: Career Planning

Section J: Job Application and Interview

Section K: Whole Numbers, Decimals, Fractions and Percent, Wages, Using Written Resources

COOPERATIVE EDUCATION GENERALLY RELATED UNITS OF INSTRUCTION
(Sold in Sets of 30 for $35.00 or Individually as Marked)

Unit A: Occupational Safety ($1.75)
Contains individual instructional guides entitled:
a. Engineering, Enforcement, and Education
b. Eliminating Unsafe Acts and Unsafe Conditions
c. The Most Dangerous Mile
d. Fire Triangle and Its Control
e. Electricity
f. Emergency First Aid

Unit B: Applying For A Job ($1.75)
Contains individual instructional guides entitled:
a. Self-evaluation
b. Locating the Right Job
c. Writing a Letter of Application, Application Blank, Personal Data Sheet
d. Job Interview, Follow-up Letter, Tests, and Forms

COOPERATIVE EDUCATION

Unit C: Business Math ($1.75)
Contains individual guides entitled:
a. Figuring Unit Prices
b. Making Change
c. Using a Ten-Key Adding Machine and Electronic Display Calculator
d. Learning and Using the Metric System

Unit D: Your Future ($1.75)
Contains individual instructional guides entitled:
a. Self-Evaluation
b. Establishing Goals and Objectives
c. Career Exploration
d. Available Employment
e. Advanced Training and Skills
f. Your Future

Unit E: Money Management ($1.75)
Contains individual instructional guides entitled:
a. Banking and Saving
b. Credit
c. Budgeting

Unit F: Training Station Site and Size ($1.75)
Contains individual instructional guides entitled:
a. Site and Size of Training Stations
b. Training Stations History, Ownership, and Management
c. Rules, Regulations, and Policies
d. Salary, Payroll Deductions, and Fringe Benefits
e. Job Records and Responsibilities

Unit G: Consumer Education in the Area of Clothing ($1.75)
Contains instructional guide entiled:
Comparison Shopping in the Clothing Area

Unit H: Business Communications ($1.50)
Contains individual instructional guides entitled:
a. Basic organizational patterns
b. Writing openings and closings
c. Basic writing principles

Unit I: Understanding Business ($1.50)
Contains an instructional guide entitled:
Basic Knowledge of Business Principles

Unit J: Consumer Purchasing: Cars ($1.50)
Contains individual instructional guides entitled:
a. Transportation Needs and Reasons for Buying or Leasing A New or Used Car
b. How to Choose and Use Retail Credit and Know Legal Requirements of Owning Car
c. Maintenance and Buyer Protection

Unit K: Personal Development ($1.50)
Contains individual instructional guides entitled:
a. Grooming
b. Wardrobe
c. Physical Fitness

Unit L: Labor Unions ($1.50)
Contains individual instructional guides entitled:
a. History of Labor Unions in U. S.
b. Understanding Labor Unions

Unit M: Values Clarification ($1.50)
Contains individual instructional guides entitled:
a. Examination of Components of Value Significance
b. Understanding Values

Unit N: Orientation to Cooperative Vocational Education Program ($1.50)
Contains individual instructional guides entitled:
a. Awareness of Local Employment Opportunities, Utilization of Training Plan
b. Involvement in Community
c. Understanding Policies and Procedures of the Program

Unit O: Human Relations ($1.50)
Contains an instructional guide entitled:
Identification and Demonstration of Good Human Relationships in Employment

Unit P: Housing ($1.50)
Contains an instructional guide entitled:
Identifying and Selecting Housing Suitable for Different Life Styles

Unit Q: Insurance ($1.50)
Contains individual instructional guides entitled:
a. Insurance Definitions
b. Factors That Influence Rates

Unit R: Consumer Fraud ($1.50)
Contains an instructional guide entitled:
Demonstrating Ability to Raise Fraudulent Questions and Know Whom to Complain To

Unit S: Types of Ownership ($1.50)
Contains an instructional guide entitled:
Identifying Ownership, Extent of Liability to Owners, and Purpose of Four Types of Business Organizations

Unit T: Understanding Financial Statements ($1.25)
Contains an instructional guide entitled:
Analyzing Simple Balance Sheet and Income Statements

Unit U: Life Styles ($1.25)
Contains an instructional guide entitled:
Discussion of Factors That Determine Life Styles and Housing

Unit V: How to Develope and Use Task Analysis ($1.25)
Contains individual instructional guides entitled:
a. Step-Key-Point Method of Task Analysis
b. Step by Step Task Instruction Guide

Unit W: Social Security, Unemployment Insurance and Workmen's Compensation (1.25)
Contains an instructional guide entitled:
Examiniation of Social Insurances Available

Unit X: Wage and Hour Laws ($1.25)
Contains individual instructional guides entitled:
a. Hours One Can Work
b. Wages Attainable
c. Working Conditiors

Unit Y: Family Crisis ($1.25)
Contains an instructional guide entitled:
Areas of Crisis in Family Pertaining to Personal Loss

Unit Z: Advertising and the Consumer($1.25)
Contains individual instructional guides entitled:
a: Purpose of Advertising
b. Interpreting Advertisements
c. Honesty of Advertising

Unit AA: Career Paths ($1.25)
Contains an instructional guide entitled:
Continuing and Limited Opportunities

Unit BB: Consumer Education in the Area of Food ($1.25)
Contains individual instruction guide entitled:
Comparison Shopping

Unit CC: Organization: Line and Staff ($1.25)
Contains an individual instruction guide entitled:
Management Function of Work Assignment

Unit DD: Employer View ($1.25)
Contains individual instruction guide entitled:
Effect of Employee's Actions, Work Habits, Attitudes, Work Experiences on Employer

INDUSTRIAL ARTS CBIE

CONCEPTUAL BASE FOR INDUSTRIAL EDUCATION IS DESIGNED FOR EXTENSION OF THE CAREER EDUCATION CONCEPT INTO THE MIDDLE SCHOOL YEARS. IT HAS BEEN ADOPTED BY THE ARMED FORCES IN OVERSEAS DEPENDENT'S SCHOOLS IN EUROPE.

MATERIALS AND PROCESSES — Price $6.00

Conception Base for Industrial Education
267 Pages
1972, Kansas

Seven units of instruction have been developed in the following areas: The Productive System, Classification of Materials, Forming Materials, Separating Materials, Combining Materials, Finishing Materials, Development of Products

POWER AND ENERGY — Price $6.00

Conception Base for Industrial Education
425 Pages
1972, Kansas

Five units of instruction have been developed in the following areas: Introduction to Power and Energy, Mechanical Systems, Fluid Systems, Electrical Systems, Combined Systems in Industry

VISUAL COMMUNICATION — Price $6.00

Conception Base for Industrial Education
435 Pages
1972, Kansas

Six units of instruction have been developed in the following areas: Orientation to Visual Communication, The Visual Communication Industry, Photographic Communication, Technical Graphic Communication, Printed Graphic Communication, Communication Dissemination

INDUSTRIAL ARTS EDUCATION

GENERAL CONSTRUCTION TRADES — Teacher's Guide Price $12.00; Student's Guide Price $ 6.50

A Curriculum Guide, 504 Pages
1972, Oklahoma

(Includes Eight Sections Containing 18 Instructional Units)

Section I: Safety, Hand Tools

Section II: Basic Measurement, Blueprint Reading

Section III: Becoming A Good Leader

Section IV: Selecting and Caring for Lumber, Figuring Bills of Materials, Wood Fasteners, Rafter Framing

Section V: Composition of Concrete, Reinforcing and Construction of Forms

Section VI: Introduction to Plumbing

Section VII: Brush Painting

Section VII: Fundamentals of Electricity, Electrical Safety, Electrical Wiring Practices, Planning the Wiring Layout, Electrical Motors

GENERAL MECHANICS CLUSTER — Teacher's Guide Price $10.00; Student's Guide Price $ 6.50

A Curriculum Guide, 403 Pages
1973, Oklahoma

(Includes Six Sections Containing 15 Instructional Units)

Section I: Safety, Hand Tools

Section II: Basic Measurement, Blueprint Reading

Section III: Gas Welding, Use of the Cutting Torch, Oxyacetylene Fusion Welding, Oxyacetylene Braising

Section IV: Arc Welding, Position Welding

Section V: Engine Operation, Servicing Small Engines

Section VI: Repairing and Sharpening Tools, Metal Work, Soldering

VOCATIONAL RELATED STUDIES

VOCATIONAL RELATED ENGLISH

Teacher's Guide Price $12.00
Student's Guide Price $ 6.50

A Curriculum Guide, 774 Pages
1972, Oklahoma

(Includes Seven Sections Containing 37 Instructional Units)

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Section III: End Marks, Commas, Apostrophe

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Section V: Simple Subject, Simple Predicate, Complete Subject and Predicate, Subject - Verb Agreement, The Sentence Base - Complements, Sentence or Fragment, Sentences

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Section III: Buffalo Soldiers, Newspaper, Reading a Road Map, Planning a Trip, Rivers, Lakes, Parks, and Mountain Ranges of Oklahoma, Wise Use of Leisure Time

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